

**DETAIL OPPORTUNITY  
TO SERVE AS THE  
JUSTICE SECTOR REFORM PROGRAM EXECUTIVE OFFICER - GS-15  
BOGOTA, COLOMBIA**

The Criminal Division, U.S. Department of Justice, seeks a current DOJ employee to serve a detail as the Justice Sector Reform Program Executive Officer in Bogota, Colombia, beginning in November 2007. This assignment is a temporary duty assignment (TDY) for a period up to 6-months. Extension of temporary duty may be required pending a permanent selection to fill the position. **The detail is reimbursable.**

The Justice Sector Reform Program (JSRP) Executive Officer serves as the chief assistant to the JSRP Program Manager in Bogota, Colombia. As such, performs on-site fiscal management and oversight, oversees the contracting responsibilities and is responsible for the in-country support/administrative functions for the Justice Sector Reform Project; provides regular analysis and reports on the status and effectiveness of the Justice Sector Reform Project efforts in achieving the Department's strategic goals of Plan Colombia; prepares written reports on training and technical assistance activities for distribution to high level officials in the Departments of Justice and State and in other entities; assists the Program Manager in the planning for and preparation of all program descriptions for Plan Colombia Justice Sector Reform projects; develops program budgets and cost estimates; works closely with senior officials of the Government involved; routinely prepares for the Program Manager, or presents, detailed briefings on progress and status of the Justice Sector Reform Project; reviews current personnel and resource allocations among law enforcement agencies and programs to ensure cost effective deployment within the congressional mandated staffing requirements; oversees the program's expenditures and insures that the correct proportions of money are obligated as earmarked by the Congress and within the policy guidelines directed by the Departments of Justice and State; works with the U.S. Embassy and the State Department in obtaining necessary approvals; coordinates with the embassy and DOJ on employment of Local Nationals; responsible for ensuring that adequate provisions are made for protocol requirements when dealing with officials of the host country.

Travel and transportation costs, lodging and per diem will be reimbursed in accordance with the Federal Travel Regulations and Department policy and guidelines. Allowances and differentials will be paid in accordance with Department of State standardized regulations.

Applicants must have excellent interpersonal and management skills, be mature and self sufficient, communicate effectively orally and in writing, and possess extensive and relevant managerial and budgetary experience. Applicants must be proficient or fluent in Spanish.

Interested individuals should send a resume and cover letter, by email to  
Tricia.Maness@usdoj.gov

Questions regarding the assignment may be directed to Tricia at the above listed email address or by phone at (202) 514-9803.

**Applications must be received by October 22, 2007.**